PINECREST
CARING COMMUNITY

MINUTES OF THE MEETING OF THE
PINECREST BOARD OF TRUSTEES

Date: Thursday, June 23, 2016	Place: Board Room
Presiding: Elaine Boyne, Chairperson	Time: 2:00 p.m. Central time
Recording: Lois Ball, Executive Secretary	

Call to Order: Chairperson Boyne called the meeting to order at 2:00 p.m. Central time.

Roll Call:
Trustees present: Elaine Boyne, Barbara Oliver, Catherine Driscoll, John Degenaer, Jr., Jeff Naser, Gary Eichhorn. Darlene Smith, Administrator

Trustees Absent: Gerald Smith, Mary Harrington, Jan Hafeman
Also present:
Leadership Team Members present: Susan Williamson, Director of Nursing and Candace Meintz, CFO

Guests: Terry Grondine

TOPIC	DISCUSSION	OUTCOME
Approval of the June 2016 Agenda	Trustee Eichhorn asked to have "Report from Finance Committee" added as 7. b. and Administrator Smith asked to have "Resignation of a Board Member" added as 7. c.	A motion was made by Trustee Eichhorn, supported by Trustee Driscoll, to approve the additions to the agenda. Motion carried.

Board action on Minutes of the May 2016 meeting	The minutes of the May 2016 meeting had been sent to Trustees prior to this meeting for review.	A motion was made by Trustee Driscoll, supported by Trustee Oliver, to approve the minutes as presented. Motion carried.
Board action on the May Manifest of Invoices	The Manifest of Invoices had been sent to Trustees prior to this meeting for review.	A motion was made by Trustee Naser, supported by Trustee Eichhorn, to approve the Manifest of Invoices and to pay the bills. Motion carried.
Board Action on Financial Statements for May 2016	Candace Meintz reviewed the Financial Statements for May 2016 with those present.	A motion was made by Trustee Eichhorn, supported by Trustee Oliver, to approve the Financial Statements. Motion carried.
Board Committee Reports: a. Whispering Pines Committee Report	Trustee Driscoll reported on the meeting of that Committee.	A motion was made by Trustee Naser, supported by Trustee Degenaer to approve the report as presented. Motion carried.
b. Report from Finance Committee	Trustee Eichhorn reported that the Finance Committee had met just prior to this meeting. They discussed wages and positions.	
c. Resignation of a Board Member	Administrator Smith announced the resignation of Trustee Gerald Smith, effective immediately. The Board acknowledged Mr. Smith's many years of dedication and service to the residents and staff of Pinecrest.	A motion was made by Trustee Driscoll, supported by Trustee Eichhorn, to approve the expenditure for a plaque in commemoration of his years of service to Pinecrest.
Board Action Items/Resolutions a. Request for Write-Offs	Candace Meintz reviewed the write off request presented this month. She asked	A motion was made by Trustee Eichhorn,, supported by Trustee Oliver, to approve

	the Board to approve $10,088.29 in write offs.	the write offs in the amount of $10,088.29. Motion carried.
Unfinished and New Business: a. Report of Quality Assurance and Resident Council Committees	Susan Williamson, Director of Nursing, reviewed the Resident Council Committee meetings held in June. Each house reviewed their respective activity calendar, and residents' rights. They discussed the 4th of July activities. They reviewed the pet policy, reminded everyone to have candy and cookies in baggies for covered containers. Trustee Naser asked if fish was served to residents on Fridays because of them always requesting fish fry outings. Fish is served here each Friday, but residents enjoy going out of the building to fish fries. Mrs. Williamson also reported on the June Quality Assurance Committee Meeting. She discussed restraints and alarms, noting that only a handful of restraints and alarms are left in place at this time. She noted that falls have not increased. She stated that we had our re-inspection last week and the inspector who came in had multiple compliments for the facility, grounds and staff.	A motion was made by Trustee Eichhorn, supported by Trustee Degenaer, to approve the reports as presented. Motion carried.

b. Report of Safety Committee	Lois Ball reported that Safety Committee met on June 14th. All incidents and accidents were reviewed. We do not see an increase in falls due to less restraints and alarms. It actually seems that there are less incidents total than before. Trustees asked if there were more staff incidents and Lois responded that there are less staff incidents now too. She noted that it is a compliment to the staff of their good work. She stated that Administrator Smith had reviewed the pet policy with those present. David Kausak had given a presentation on the Emergency Preparedness Plan and Life Safety Code items. Weather/Safety Codes that the facility uses were discussed as well as training for new staff for fire drills We did identify a weakness in our security and now have a lock on the gate in the back yard. It has a key code pad on it, but we are not giving the code out to the community. We are asking community to enter the facility through the front door. The Board agreed that this is a good thing for security reasons.	A motion was made by Trustee Eichhorn, supported by Trustee Driscoll to approve the report as presented. Motion carried.
c. Administrator's Report	Administrator Smith reported on the MCMCFC Spring Conference Meeting held earlier this month. She noted that it was a very good session, they learned a	A motion was made by Trustee Degenaer, supported by Trustee Oliver, to approve the Administrator's report. Motion carried.

	lot and it was nice to see that we are doing things right. She discussed having a 5 year plan. She stated that we had done this in the past, but haven't lately so would like to look at doing a plan. We continue to work with the YMCA and are having nutritional lessons at this time for staff. She attended a Senior Group Meeting (networking) in Escanaba this month.	
Comments from the Public	There were no comments.	
Adjournment	The meeting adjourned at 2:39 p.m.	A motion was made by Trustee Eichhorn, supported by Trustee Degenaer, to adjourn the meeting. Motion carried.

Gary Eichhorn, Secretary

Darlene Smith, Acting Secretary